

CLASS TITLE: ADMINISTRATIVE SERVICES SPECIALIST (DOA)

Class Code: 02507101

Pay Grade: 24

EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Administrative Services Unit, to perform complex audit and verification of all personnel transactions processed through the unit and engage in the performance of a variety of data entry activities within mainframe system operations that affect all departments, agencies, employees of state government; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with latitude in the exercise of initiative and independent judgement; questions, problems, or new work assignments are discussed with superior through conference; work is subject to review upon completion for accuracy and conformance with applicable statutes, rules, regulations and contract provisions.

SUPERVISION EXERCISED: Supervises clerical and other support staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To perform complex audit and verification of all personnel transactions processed through the unit and engage in the performance of a variety of data entry activities within mainframe system operations that affect all departments, agencies, employees of state government.

To maintain official confidential records/documents on behalf of the Keeper of the Records through the various stages of processing to completion.

To verify the correctness of records/documents submitted by various agencies and as required, to make all necessary corrections to submitted data and communicate those changes to the appropriate personnel.

To audit and process Accrued Hours Corrections for all employee records.

To audit and administer all special purpose and contractual sick leave banks in accordance with collective bargaining provisions.

To audit and approve on-line personnel transactions submitted electronically by the various state agency personnel.

To initiate, prepare, and distribute official state communications, forms and documents on behalf of the agency.

To provide technical assistance to human resources staff representing the various state agencies to ensure accuracy of submitted personnel documents.

To gather information required for use as a basis for important labor, fiscal and resource decisions.

As directed, to assist a superior in the administration of the functions of the unit which would include conferring with state and other officials for the purpose of obtaining information, data, and documents relating to specific problems, issues or policies and to respond on behalf of a superior whenever possible.

To communicate and/or correspond with financial institutions to provide critical information to satisfy employment verification requirements for outside financial transactions between the institution and an employee.

To audit and process requests for Municipal Time Credits in accordance with state law, rules and regulations including verification of information with cities/towns as to an individuals' length of service.

To be responsible for the confidential distribution of processed transaction records, documents and reports.

As assigned, to assist a superior in the audit, processing and management of transactions in the PAR system.

As assigned, to assist a superior in the management of civil service lists and the processing of certifications.

To assist a superior with the audit/verification and publication of pay schedules and pay plans.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices, policy and procedures involved in data entry activities within human resource information mainframe system operations; a working knowledge of the State Merit System Act, Personnel Rules and labor contract provisions; the ability to compile, interpret and audit data for conformance to the provisions of state law, rules, regulations and contract provisions; the ability to effectively communicate the analyses of problems, develop corrections and communicate the correct information to the appropriate parties; a familiarity with the organization of state government and the function of state departments and agencies; a familiarity with the principles, practices and techniques of public personnel administration; the ability to communicate effectively and develop cohesive written reports and analyses; the ability to establish effective working relationships with a variety of internal and external customers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an associate's degree, including or supplemented by courses in public administration, human resources management, management information systems or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible paraprofessional position involving the management and maintenance of human resource information mainframe system operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 2, 2016